

## UW HEALTH JOB DESCRIPTION

### CATEGORY ACCOUNT MANAGER, PHARMACEUTICALS

Job Code: 420031	FLSA Status: Exempt	Mgt. Approval: J. Temple	Date: 2.2023
Department: Pharmacy		HR Approval: B. Haak	Date: 2.2023

#### JOB SUMMARY

The Category Account Manager, Pharmaceuticals manages the pharmaceutical category across the organization. The pharmaceutical category is recognized as being a very complex, high spend category across UW Health.

Overall responsibilities involve strategic category management duties to include development of category strategy in collaboration with stakeholders, market analysis, contract development, supplier negotiations and selection of UW Health's pharmaceutical supplies. With limited direction, this position requires effective team leadership of supplier negotiation strategies, including the ability to develop Request for Information of Proposal (RF(x))'s and review and execution of contracts. Overall obtaining the best products and services at the lowest cost to UW Health.

The Category Account Manager, Pharmaceuticals has involvement in the final supplier and material selection making phases of high-valued standard supply chain matters. This position independently manages, and coordinates with key stakeholders, all pharmaceutical related shortages. This incumbent must be familiar with pharmacy operations, automation, drug policy procedures, electronic medical record build, and supply chain workflows to effectively manage and help mitigate shortages.

#### MAJOR RESPONSIBILITIES

1. Manages sourcing and contracting initiatives from conception to completion; leveraging various internal and external contacts to ensure effective financial stewardship and responsive customer service.
2. Collaborates and develops strong working relationships with various department heads, physician leaders, other clinicians, hospital senior management, and materials management staff to create healthy markets and a competitive sourcing environment. Acts as a resource to the organization regarding the pharmaceutical category of spend.
3. Identifies major sourcing or contracting opportunities. Proactively develops projects and timeframes necessary to meet objectives. Analyzes processes, recommends internal improvements and assists in reviews of procurement policies and procedures.
4. Leads "time-limited/subject focused" teams and standing teams to identify opportunities to source and implement effective strategic sourcing and contracting strategies for major categories of UW Health spend.
5. Identifies and develops cost reduction ideas and initiatives, including alternative strategies for implementation consideration. Delivers and documents hard (P&L) savings within assigned category of spend annually.
6. Leads the management of all drug shortages. This includes engaging all key stakeholders to ensure timely coordination of all changes, both supply chain and operations, resulting from the shortage.
7. Conducts quarterly business reviews with key suppliers and department staff to identify areas of potential financial, procedure outcome, or patient experience opportunities. Measures and monitors contract compliance, supplier performance per contract service level agreements and realized cost savings.
8. Reviews and negotiates all procurement contracts (Supplier Agreements, Group Purchasing Organization (GPO) agreements for compliance with UW Health policies and other key terms.
9. Contract review and negotiation (interfacing with Legal department when needed), with the authority to execute contracts within the parameters of the UW Health Signature Authority Policy. Coordinates the execution process of approved contracts, including required signatures, routing of documents to the appropriate parties, updating item master pricing and filing executed contracts with PeopleSoft.
10. Oversee the development of complex purchase orders. Resolves buyer escalation requests. Assist with the training of buyers.
11. Adheres to the UW Health Code of Conduct and Ethics Standard, displaying, as applicable, ethical behavior in the areas of business ethics, legal compliance, confidentiality, conflicts of interest, vendor relationships and the reporting of questionable activities.

**ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.**

#### JOB REQUIREMENTS

Education	Minimum	Bachelor's degree in Business, Supply Chain or related field. Four (4) years of experience in strategic category management, pharmacy technician, or pharmacy buyer may be considered in lieu of degree in addition to the experience below.
	Preferred	Master's degree in Business, Supply Chain or related field

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Work Experience	Minimum	Three (3) years of experience and a proven track record in strategic category management and expense reduction; or three (3) years of experience as a pharmacy technician or pharmacy buyer
	Preferred	Experience in strategic category management of pharmaceuticals
Licenses & Certifications	Minimum	As defined by the enactment of 2021 WI Act 100, all candidates hired on or after March 1, 2023, must apply for registration as a Pharmacy Technician with the WI Dept of Safety and Professional Services (“DSPS”), and provide proof of application to their UW Health Recruiter prior to their start date. Failure to do so will result in delay of start date or withdrawal of offer. Current incumbents or those starting in an impacted role prior to March 1, 2023, are required to provide proof of application to their department designee no later than March 31, 2023.
	Preferred	

Required Skills, Knowledge, and Abilities	<ul style="list-style-type: none"> <li>• Strong leadership ability.</li> <li>• Understand and observe policies and procedures related to procurement activity.</li> <li>• Understand and observe sound business practices and principles.</li> <li>• Possess advanced computer skills including Microsoft Office; and proficiency in Excel spreadsheet analysis.</li> <li>• Possess excellent verbal, interpersonal, and written communication skills. Strong influencing and relationship skills</li> <li>• Possess significant organizational skills in integrating, monitoring and scheduling activities.</li> <li>• Possess ability to work in a team environment and to collaborate/interact with a variety of professionals, management, suppliers and attorneys</li> <li>• Possess ability to maintain and convey a positive attitude and customer service approach.</li> <li>• Demonstrate skills in prioritization, problem solving, team building, decision-making, time management, and strategic planning.</li> <li>• Possess advanced knowledge of managerial finance.</li> <li>• Possess external knowledge of healthcare market influences concerning current group purchasing activities.</li> <li>• Understand efficient and current supply chain trends within the healthcare industry.</li> <li>• Understand basic clinical supply and equipment use and application.</li> <li>• Ability to work and think independently in a dynamic, ambiguous and evolving health system.</li> <li>• Ability to lead a matrix team.</li> <li>• Excellent analytical and critical thinking skills; continuous improvement mindset.</li> <li>• Knowledge of procurement laws, rules, regulations, and standardized principles, processes, and practices of professional procurement.</li> </ul>
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### AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

**Instructions:** Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

<input type="checkbox"/> Infants (Birth – 11 months)	<input type="checkbox"/> Adolescent (13 – 19 years)
<input type="checkbox"/> Toddlers (1 – 3 years)	<input type="checkbox"/> Young Adult (20 – 40 years)
<input type="checkbox"/> Preschool (4 – 5 years)	<input type="checkbox"/> Middle Adult (41 – 65 years)
<input type="checkbox"/> School Age (6 – 12 years)	<input type="checkbox"/> Older Adult (Over 65 years)

### JOB FUNCTIONS

Review the employee’s job description and identify each essential function that is performed differently based on the age group of the patient.

### PHYSICAL REQUIREMENTS

**Indicate the appropriate physical requirements of this job in the course of a shift.** *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level	Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
<input checked="" type="checkbox"/> <b>Sedentary:</b> Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket,	<b>Up to 10#</b>	<b>Negligible</b>	<b>Negligible</b>

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ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.			
<b>Light:</b> Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	<b>Up to 20#</b>	<b>Up to 10#</b> or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	<b>Negligible</b> or constant push/pull of items of negligible weight
<b>Medium:</b> Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	<b>20-50#</b>	<b>10-25#</b>	<b>Negligible-10#</b>
<b>Heavy:</b> Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	<b>50-100#</b>	<b>25-50#</b>	<b>10-20#</b>
<b>Very Heavy:</b> Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	<b>Over 100#</b>	<b>Over 50#</b>	<b>Over 20#</b>
List any other physical requirements or bona fide occupational qualifications:			

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.